

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date <p style="text-align: center;">8/24/82</p> Application Number <p style="text-align: center;">82-48</p>	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of Financial Services Public Assistance Unit 47 Trinity Ave. S.W. - Room 503-S Atlanta, Ga. 30334	ARCHIVES AND HISTORY Application Number <p style="text-align: center;">73-477-A</p> <table style="width:100%;"> <tr> <td style="width:50%;">Date Received AUG 31 1982</td> <td style="width:50%;">Date Completed OCT 25 1982</td> </tr> </table>	Date Received AUG 31 1982	Date Completed OCT 25 1982
Date Received AUG 31 1982	Date Completed OCT 25 1982			
2. Person to Contact Working Title Telephone Number <div style="display: flex; justify-content: space-between;"> Nancy Howell Supervisor 656-4373 </div>				
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-477-A Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercade; <input type="checkbox"/> Void <div style="text-align: right;"> Change Series Title Name Change Retention Instructions Change List of Inclusive Materials </div>				
4. Dates of Series Earliest _____ Latest _____	5. Records Series Title (followed by title used in office, if different) <p style="text-align: center;">Public Assistance Cancelled Check Disposition Files</p>			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <div style="height: 150px; border: 1px solid black; margin-top: 5px;"></div>				
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining record of disposition of cancelled PA check Included are: Form 307(R.1/80)-County Hold Order/ Check Returned By County And/Or Disposition Advice, which explains the disposition of cancelled PA checks. File is arranged: Numerically by batch number; thereunder, by date.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?				
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area 6 month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 4 1/2 year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Nancy J. Howell	8/24/82	Paul T. Murphy	8/24/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-18-82
		Secretary of State/Designee	10/14/82
		Attorney General/Designee	10-20-82



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 4/8/75	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DA-12		Date Received APR 16 1975	Application No. 73-477-A Date Completed APR 24 1975
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Administration Accounting-Public Assistance Payments 47 Trinity Avenue, Rm. 501-S Atlanta, Ga. 30334		4. Person to Contact Nancy Howell	
		5. Working Title Staff Supervisor	6. Tel. No. 656-4373

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 - Present	9. Exact Series Title To Amend Standard # 73-477 Public Assistance Cancelled Check Files
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10. What is the function of the office in which this record series is created?

The Division of Administration is responsible for providing administrative support for the Department. This includes general accounting services, development of management systems, budget development and management, personnel administration, and data processing coordination.

Accounting Unit has the responsibility for receiving, disbursing and properly recording and reporting the funds for the Department.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing public assistance funds.

Included are Public Assistance Cancelled Checks (Form OAS[2]-13).

Files are arranged numerically by batch number; thereunder by date.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers			Approx. annual	200			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
(2) Tab Card	44	10		This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	100	100	25	25

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☒ [x] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? See item #24 ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

See attached sheet

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER Monthly, then:

- ☒ [x] Hold in the current files area 6 month(s)/ year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [] Local Holding Area; hold 4 1/2 year(s):
- ☒ [x] Destroy. NOTE: These files may not be destroyed until all audit questions are resolved.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William M. Dijo</i>		Date <i>April 8 1975</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		<i>Eva Mae Plunkett</i>	<i>4-15-75</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		<i>William M. Dijo</i>	<i>4-22-75</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		<i>Carroll Hart</i>	<i>4-21-75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		<i>W. M. Dijo</i>	<i>4-23-75</i>

STATE RECORDS
COMMITTEE

ATTACHMENT SHEET

73-476

PUBLIC ASSISTANCE AUTHORIZATION FILES

Documents relating to the authorization of monetary assistance (Public Assistance) to eligible recipients in the State. Included are:

1. B01-Initial Authorization
2. 302-Status Change or termination
3. 303-Corrective Action
4. 304-Supplemental payment
5. 306-Address Change
6. 307-County hold order/Disposition advice
7. 308-State hold order/Disposition advice
8. 309-Check undelivered notice
9. 310-Check returned by county
10. 314-Check cancelled at State office
11. 394-394.1-Authorized for payment to nursing home vendor

Files are arranged by batch number.

Cut off monthly; hold in current files area for one (1) year; transfer to State Records Center and hold for two (2) years; then destroy; however, records shall be retained until resolution of audit questions.

73-477

PUBLIC ASSISTANCE CANCELLED CHECK FILES

Documents relating to the expenditure of Public Assistance Monies. Included are: Form #326 - Public Assistance Cancelled Check. Files are arranged numerically by batch number, then by date.

Cut off monthly; hold in current files area for six (6) months; transfer to State Records Center for 2 1/2 years then destroy; however records shall be retained until resolution of audit questions.

73-478

COUNTY CORRESPONDENCE FILE

Documents relating to official correspondence between county Department of Family and Children Services and the State Department. Included are:

1. form letters making corrections in date, address, status, signature
2. letters of transfer of Public Assistance checks
3. miscellaneous transmittal letters

Files are arranged alphabetically by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

73-479

STOP PAYMENT FILES

Documents relating to the stopping of payment on a Public Assistance check. Included are:

1. Dept. form 104(362)
2. County Department transmittal letter re: Stop payment of public check (form 654)
3. Letter from county to state
4. Letter to bank re: Stop Payment
5. Copy of public assistance check with original check that was cancelled
6. Acknowledgement letter from bank re: Cancellation of public assistance check

File is arranged by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

Continuation of Attachment Sheet

73-480 PUBLIC ASSISTANCE CHECK REGISTERS FILE
Documents relating to the issuance of
Public Assistance checks. Included are:
form #353 - Georgia State Department of
Family and Children Services Check
Register. Files are arranged by date and
by county.

Cut off at end of current fiscal
year; hold in current files area
for 1 year; transfer to State
Records center and hold for two (2)
years; then destroy. However
records shall be retained until
resolution of audit questions.